



POSITION DESCRIPTION

POSITION:	Director of Sport and Active Recreation
REPORTING TO:	Principal
STAFF RESPONSIBILITY:	Sports Administrator
DATE:	August 2026

PURPOSE AND RESPONSIBILITIES OF THE POSITION:

The Director of Sport & Active Recreation will lead the development and delivery of Samuel Marsden's Sports & Active Recreation Plan and is responsible for:

- Developing and promoting a vision and supporting plan for Marsden's Sport & Active Recreation Plan.
 - Directing and managing the school Sport & Active Recreation Plan.
 - The oversight of all co-curricular sport and active recreation of the school, with day-to-day responsibility of Year 9-13. (The Sports Administrator position will take responsibility for most day-to-day management of Year's 1-8 co-curricular sport and active recreation.)
 - Increasing and enhancing the participation, performance and enjoyment levels of students in sport and active recreation.
 - Enhancing the profile of sport and active recreation both within the school and in the community.
 - Building reciprocally respectful relationships and credibility with colleagues, students, sports organisations and networks, coaches and managers and the wider school community.
 - Ensuring that all safety requirements are met and Marsden policies are followed in the delivery of the sports programme.
 - The effective administration and delivery of the Sport & Active Recreation Plan, including staff oversight and sound financial management.
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KEY PERFORMANCE AREAS AND EXPECTATIONS:

1. Leadership

Responsibility	Performance Expectation
● Develop short and longer term goals for sport and active recreation. ● Design and deliver a sports and active recreation programme that benefits all students and supports the principles and practices of Marsden. ● Maintain a visible presence at sporting events, promoting and enhancing the profile of sports and active recreation. ● Maintain and extend skills and knowledge in the field of sports and active recreation. ● Work with the Business Director to prepare an annual budget for the sports and recreation programme and manage it to successfully deliver programmes. ● Actively seek sponsorships and other funding sources through the Foundation. ● Contribute to the review and development of policies and procedures that are relevant to the Sport & Active Recreation Plan. ● Establish systems to ensure the safety of all involved in sports and active recreation programmes.	● A vision for sport and active recreation is developed and clearly articulated. ● A 3-to-5-year Sport & Active Recreation Plan is prepared along with a supporting annual plan that sets out the yearly goals for participation and achievement. ● The Principal is kept informed of the outcomes of the Sport & Active Recreation Plan and the annual NZ Secondary School Sport Census is prepared, published and reported to the Board. ● Marsden's Sport & Active Recreation Plan maintains a high profile and the positive benefits of participation are promoted. ● An action plan is drawn up and acted upon to address and strengthen areas of underachievement and/or underperformance. ● Through considered leadership and active management, a consistent and coordinated approach to the organisation and delivery of sport and active recreation within the school is evident. ● An annual budget is agreed, actively managed, and expenditure limits are adhered to. ● Opportunities for sponsorship and other funding arrangements are actively pursued with the Philanthropy Manager. ● All Health and Safety requirements are met and school policies are followed, including those required for Education Outside the Classroom.

2. Management and administration of the Sports and Active Recreation Programme

Responsibility	Performance Expectation
● Promote and publicise opportunities available within the Sport & Active Recreation Plan. ● Promote fair play principles aligned with Marsden's values. ● Manage the process for student selection and placement in extracurricular sports teams. ● Target specific sports codes and activities to increase participation. ● Organise and promote major school sporting events. ● Manage the organisation of code administration, team entries, fee payments, event and achievement record keeping. ● Acknowledge student sporting achievement and organise awards and prize giving ceremonies.	● Promotional material is published and all students, their parents/caregivers are aware of what is available. ● Sports registrations are well organised and promoted. ● A fair and transparent process for team selection and individual participation is in place. ● Sports captains, student coaches and officials are well supported and guided. ● Sporting events are well publicised, well organised, well attended and enjoyable. ● All code administration requirements are completed to a high standard, event and achievement records are maintained and fees are communicated and collected. ● The annual sports awards celebration is well organised and promoted. ● Student sporting achievement, team and individual, including fair play, is appropriately recognised throughout the year and at annual ceremonies. ● All coaches/managers/officials are appropriately acknowledged at the end of each season.

3. Communication and relationships

Responsibility	Performance Expectation
● Establish and maintain effective relationships and liaison with regional sports bodies. ● Build and actively use good communication channels both within Marsden and between Marsden and the wider community. ● Develop and maintain mutually beneficial relationships with community groups, sports clubs and local businesses. ● Maintain supportive relationships with fellow Directors of Sport and actively participate in professional development opportunities.	● Positive and productive relationships are built and regular communication maintained with College Sport Wellington, regional sports bodies and other schools. ● There is an effective, efficient flow of up-to-date and relevant information to students and staff using a variety of media. ● Programmes are promoted and game results, student achievement and news are published through appropriate social media, local, community and regional media and sports groups. ● The Marsden Sports website is actively managed and effective.

	● Professional, strategic relationships help ensure a successful sports programme through access to people and facilities in the community.
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4. Management of people and resources

Responsibility	Performance Expectation
● Provide sport and active recreation teams and groups with suitable support personnel. ● Develop and implement guidelines specific to sport and active recreation. ● Develop and implement a training programme for coaches, officials and managers (who may be staff, students, parents, community volunteers). ● Resolve issues and manage any complaints that may arise from coaches, officials, students, parents or from other schools/teams in accordance with school policies. ● Establish and administer efficient systems for the storage, maintenance, issue and return of school sport and active recreation uniforms and equipment. ● Work with the Operations & Logistics Manager and the Custodial team to ensure the fields, courts, gymnasium and other facilities and spaces required are available and in good condition when required. ● Train, guide and support the work of the sports administrator and carry out their performance appraisal.	● Coaches, managers, instructors and trainers are recruited and appointed. ● Referees, umpires and officials are recruited and assigned. ● A training programme is in operation and covers all relevant areas including injury prevention, safety, relevant school policies, code of conduct and specific sports and active recreation guidelines. ● The training programme meets the needs of all those involved. ● Issues are resolved and complaints are managed through to a successful conclusion. ● School teams are appropriately attired for activity. ● Uniforms are maintained in good condition, stored securely and their distribution and return is actively managed with replacements organised as needed. ● An accurate inventory of sports and active recreation equipment is maintained, systems of distribution and return of equipment are in place, storage is secure and equipment is maintained in good, safe working order and repaired or replaced as needed. ● The sports administrator is well trained and supported to carry out all the duties required in a professional manner. ● Any unresolved issues or concerns are raised with the Principal or their appointee.

PERSONAL ATTRIBUTES

The Director of Sport & Active Recreation will possess the character and capacity to ensure Marsden achieves its goals for sport and active recreation and will:

- Have a proven track record of sports leadership and management with knowledge and interest across a wide range of sporting codes;
- Have outstanding people and communication skills, remaining professional in all dealings with students, staff and the public;
- Understand and value the importance of developing and maintaining relationships with the local community, community groups and sponsors and proactively form strategic alliances to advance the goals of Marsden's sports programme;
- Be an enthusiastic promoter of sports, confident and proactive in pursuing opportunities to recruit new volunteers and passionate about growing sports participation;
- Be highly organised, with an eye for detail and with the ability to manage multiple activities and work to pressured timelines;
- Demonstrate cultural intelligence and competence, including an understanding of ngā tikanga Māori;
- Demonstrate high levels of integrity and professionalism;
- Have sound staff management, computer literacy and financial skills including setting and managing budgets.